



Division of Workers Compensation

Practice and Procedure Guide

**Division of Workers Compensation
Kansas Department of Labor**

PRACTICE AND PROCEDURE GUIDE

2010

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1. FORMS & PUBLICATIONS

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Following is a list of forms furnished by the Division of Workers Compensation and a brief description of their content. You may find these on the Department of Labor, Division of Workers Compensation web site at http://www.dol.ks.gov/wc/html/wcfrmpub_ALL.html.

Accident Reports, Benefits, and Claims Records –

- K-WC 15:** Employee Claim for Compensation
- K-WC 107:** Informational Card listing maximum benefits and contact information
- K-WC 140:** Death Benefit Information
- K-WC 1101A:** Employer's Report of Accident
- K-WC 1101A:** Employer's Report of Accident – Interactive (MS Word Version)
- K-WC 1101A:** Employer's Report of Accident – Interactive (MS Excel Version)

Brochures of Various Agency Units –

- P-100** Pamphlet explaining mediation within the Workers Compensation System
- P-101** Pamphlet explaining services provided by the Ombudsman/Claims Advisory Section
- K-WC 706:** Fraud and Abuse pamphlet

Hearings & Settlements –

- K-WC D:** Final Receipt and Release of Liability Agreement
- K-WC E-1:** Application for Hearing
- K-WC E-2:** Application for Hearing for Surviving Spouse or Dependents/Heirs
- K-WC E-3:** Application for Preliminary Hearing
- K-WC E-4:** Application for Post-Award Medical
- K-WC E-5:** Application for Review and Modification
- K-WC 12:** Work Sheet for Settlements: Injury Case
- K-WC 13:** Work Sheet for Settlements: Death Case
- K-WC 139:** Pre-Trial Stipulations Worksheet
- K-WC 160:** Statement Regarding Attorney Fees

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Elections –

- K-WC 50:** Employee Not to Accept Coverage Under Act, 10% or more shareholder
- K-WC 50a:** Cancellation of K-WC 50
- K-WC 51:** Employer to Cover Employees Under Act, gross annual payroll is \$20,000 or less, or agricultural pursuits
- K-WC 51a:** Cancellation of K-WC 51
- K-WC 113:** Individual, Partner or Self-Employed to Come under Act
- K-WC 114:** Cancellation of K-WC 113
- K-WC 123:** Employer to Provide Coverage for Volunteer Workers
- K-WC 124:** Cancellation of K-WC 123
- K-WC 135:** Employer to Provide Coverage for Persons Performing Public or Community Service
- K-WC 135a:** Cancellation of K-WC 135
- K-WC 137:** Election of a Non-compensated Volunteer Officer, Director or Trustee of a Nonprofit Corporation to be Covered
- K-WC 137a:** Cancellation of Form 137
- K-WC 138:** Workers Compensation election information

Employers & Employees –

- K-WC 25:** Workers Compensation Information for Kansas Employers and Employees Handbook
- K-WC 250:** Spanish Version of K-WC 25
- K-WC 27:** Important Information for Injured Workers
- K-WC 270:** Spanish Version of K-WC 27
- K-WC 40:** Posters employers are required to display concerning the employee's rights under the Workers Compensation Act
- K-WC 119:** Notice to employers concerning requirements of Kansas Workers Compensation laws
- K-WC 126:** Information addressing ambiguity of whether a person is an independent contractor or employee
- K-WC 136:** Information for claimants detailing services by the Ombudsman/Claims Advisory Section
- K-WC 304:** Tips for employers to reduce Workers Compensation liability
- K-WC 530:** Information for employers regarding forms K-WC 27 and K-WC 270
- No number:** Self-Represented Litigants Information
- No number:** Employee Tutorial
- No number:** Employer Tutorial

Requests for Records –

- No number:** Electronic Records Download Requestor's Guide
- K-WC 96:** Registration for Access to Electronic Records
- K-WC 97:** Request for Workers Compensation Records
- K-WC 98:** Worker's Request for Workers Compensation Records
- K-WC 99:** Notice Specifying Access Restricted Records
- K-WC 308:** Affidavit Attesting to the Use of Public Records
- K-WC 970:** Request for Workers Compensation Records (English/Spanish Version)

Self-Insurance –

- K-WC 20:** Bank Fact Sheet
- K-WC 105:** Employer's Application Oath to Become a Self-Insurer
- K-WC 120:** Application for Self-Insurance
If you prefer to download an interactive Excel version of this form, select: **K-WC 120: Interactive**
- K-WC 121:** Assessment Information
- K-WC 129:** Certificate of Excess Insurance
- K-WC 130:** Letter of Credit
- K-WC 130a:** Trust Operational Agreement
- K-WC 131:** Self-Insurance Aggregate Surety Bond
- K-WC 131a:** Amendatory Rider to Surety Bond
- K-WC 132:** Indemnity & Guaranty Agreement
- K-WC 133:** Statement of Insured
- K-WC 144:** Self-Insurance Information
- K-WC 158:** Liability Buildup
- K-WC 309:** Why Audited Financial Statements are Required
- K-WC 1441:** Information for Self-Insured Employers on the Kansas Workers Compensation Act

Annual Reports –

Annual Reports from FY2001 to the present

Kansas Statutes & Regulations –

The complete set of law and regulations concerning workers compensation in Kansas, along with current supplements to the last published hard copy law book.

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Publications For Sale –

K-WC 300: Law & Regulations Book Order Form

The following Forms are **not** available on the web site but may be obtained through the Director's office:

K-WC 41: Subpoena

K-WC 41a: Subpoena Duces Tecum

K-WC 41b: Deposition Subpoena/Deposition Subpoena Duces Tecum

K-WC 41c: Subpoena Duces Tecum

2. PLEADING REQUIREMENTS

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If a party is represented by an attorney, all pleadings, motions and other documents under the Workers Compensation Act need to be signed by at least one attorney of record. The document must include the attorney's name, address and telephone number. If a party is not represented by an attorney, the document needs to be signed by the party and include their address. If any pleading, motion or other document is not signed, it will not be accepted and is considered void unless it is signed after notice of the omission. K.S.A. 44-536a.

Unless specifically provided by rule and regulation of the Director, pleadings do not need to be verified or accompanied by an affidavit. The signature of the person signifies that the person has read the pleading, the pleading is well grounded in fact and is warranted by existing law or an extension and/or modification of existing law and the pleading is not imposed for any improper purpose.

If a pleading, motion or other document is signed in violation of K.S.A.44-536a, the Administrative Law Judge, Director or Board shall impose an appropriate sanction. This may include an order to pay to the other party or parties the amount of expenses incurred because of the filing, including attorney's fees.

3. FILING WORKERS COMPENSATION FORMS AND PLEADINGS

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The Division's case docketing and case record keeping system is now on a shared computer database. Therefore, it is no longer necessary to send copies of trial pleadings, motions, entries of appearances, etc., to the Director's office. Entries into the computer by the Administrative Law Judge's offices will update the records in the Director's office and vice versa.

WHERE TO FILE

A pleading is to be sent to the Administrative Law Judge, if it is of the type that deals with the trial of the case, such as an application for extension of time, entry of appearance, motion for production of records, etc. A Motion to Implead the Workers Compensation Fund should also be sent to the Administrative Law Judge.

Filings sent to Administrative Law Judge

Entry of Appearance

Motion for Production or Protection

Motion for Extension of Time

Copy of Motion to Implead Workers Compensation Fund - original to Kansas
Workers Compensation Fund, care of the Kansas Insurance Department; see:

<http://www.ksinsurance.org/consumers/workcomp.htm> or

Kansas Workers Compensation Fund
Kansas Insurance Department
420 SW 9th Street
Topeka, KS 66612 (785) 296-3071

A pleading is to be sent to the Director's office if it is to create a new case, change a party, begin a new action on an existing case (i.e. application for review and modification, application for penalties), or is an application or motion dealing with the preliminary hearing subjects of temporary total compensation, medical treatment, or vocational rehabilitation. Joint Petition and Stipulations are filed with the Director's office.

Filings sent to Director

New case application

Pleading to change parties

Pleadings to amend the date or details of the accident.

Any preliminary motion or application involving

- 1) Temporary total disability compensation
- 2) Medical expenses, treatment, or physician
- 3) Penalties

Joint Petition and Stipulation

Certification for Reimbursement by Workers Compensation Fund - Overpayment

Final Release of Liability (Form D and Medical Records)

A copy of any Motion to Implead the Workers Compensation Fund – Insolvent Employer. See K.S.A.44-536a(c)(1).

Filings sent to Rehabilitation Administrator

Requests for referral in non-litigated cases

Agreed order approving a plan in non-litigated cases

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Filings not sent to any of the Division offices

Pleadings in cases not docketed before the Director

Medical Reports (except when attached as evidence to be submitted with a form listed above)

Written claim for compensation (Form 15)

Demand under K.S.A. 44-512a

4. NOTICE OF CLAIM AND TIME LIMITATIONS

NOTICE OF ACCIDENT OR INJURY

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An employee must notify their employer within 10 days of an accident, unless there is just cause for the delay. However, if an injured worker has just cause for failure to provide notice within 10 days, he or she must in any event notify the employer within 75 days.

Factors used to determine just cause:

- 1) The nature of the accident, including whether it occurred as a single traumatic event or developed gradually.
- 2) Whether the employee was aware that they sustained either an accident or injury on the job.
- 3) The nature and history of the employee's symptoms, and
- 4) Whether the employee was aware of the requirements of reporting a work-related accident.
- 5) Whether the employer had posted notice as required by K.A.R. 51-12-2.

No proceeding for workers compensation will be maintained if notice has not been given to the employer within 75 days of the accident, unless:

- 1) The Employer has actual knowledge of the accident.
- 2) The Employer was unavailable to receive such notice.
- 3) The Employee was physically unable to give such notice.

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WRITTEN CLAIM FOR COMPENSATION

No proceeding for compensation shall be maintainable under the Workers Compensation Act unless a written claim is served on the employer within 200 days after the date of the accident, or last authorized treatment. However, there are three situations where a claim could be served to the employer after this time period:

- 1) If compensation has been paid and payments have been suspended, claims for compensation can be filed within 200 days of the last payment or last authorized medical treatment.
- 2) Claims may also be filed within one year of the death of an employee that has resulted from an injury that is within five years of the underlying accident.
- 3) Claims may also be filed within one year from the date of accident or last date of payment of compensation where accident report is not timely filed by the employer.
- 4) See K.S.A. 44-557 and K.S.A. 44-520a.

There are two situations in which the starting date for the 200-day filing deadline is modified. First, if a worker is denied compensation in a civil suit, admiralty claim or under the federal employer's liability acts because the injured was an employee and the defendant was the employer. Second, if compensation is denied because the matter is under the Kansas Workers Compensation Act, not another state or jurisdiction. The limitation of time will begin to run from the date of termination of the case in which compensation was denied, if that proceeding was filed within 200 days of the original hearing or death.

[K-WC 15 Claim for Workers Compensation](#)

[Forms and Publications](#)

FINAL HEARING

All claims must proceed to a final hearing within five years from the date of the accident or they will be dismissed. Good cause must be shown to receive an extension of time to leave a case open beyond five years.

K.S.A. 44-523(f) - (f) Any claim that has not proceeded to final hearing, a settlement hearing, or an agreed award under the workers compensation act within five years from the date of filing an application for hearing pursuant to K.S.A. 44-534, and amendments thereto, shall be dismissed by the administrative law judge for lack of prosecution. The administrative law judge may grant an extension for good cause shown, which shall be conclusively presumed in the event that the claimant has not reached maximum medical improvement, provided such motion to extend is filed prior to the five year limitation provided for herein. This section shall not affect any future benefits which have been left open upon proper application by an award or settlement.

The requirements set forth in K.S.A. 44-523(f) only apply to accidents occurring on or after July 1, 2005.

5. OCCUPATIONAL DISEASE

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Compensation Date:

The date an employee becomes incapacitated by an occupational disease from performing their work shall be considered the date of the injury. If compensation is due, the employer at the time the worker was last exposed to occupational hazards shall be held liable. Prior employers or insurance carriers will not be required to contribute compensation. The amount of compensation will be based on the average weekly wage at the time of injury. The notice of disability and claim for compensation shall be given to such employer. However, if the employee has silicosis, the employer and insurance carrier where the employee worked for at least 60 days will be held liable. K.S.A. 44-5a06.

Notice of Disease and Filing of Claim:

Written notice of an occupational disease needs to be given to the employer within 90 days after disablement. If death has resulted, notice still needs to be given to the employer within 90 days. If the employer is aware of the occupational disease, this shall be considered sufficient notice. If no claim for death or disability is filed within one year, the right to compensation shall be considered forfeited. However, the failure to file shall be deemed waived if:

- 1) No objection has been made at a hearing before any award or decision thereon.
- 2) The employer or insurance carrier makes compensation payments or the employer or insurance carrier by his or its conduct leads the employee or workman or claimant reasonably to believe that notice or claim has been waived.

The time limit shall not apply if the disease or death was caused by latent or delayed pathological conditions, changes or malignancies due to the occupation exposure to X-rays, radium, radioactive substances or machines or ionizing radiation. This is only the case if no claims have been filed within one year after the date the employee first suffered incapacity from the exposure and the employee knew, or should have known, that the disease was caused by present or prior employment. K.S.A. 44-5a17.

Review of Award:

An award for compensation for an occupational disease may be reviewed and compensation increased, reduced or terminated where it was previously awarded or denied. This can be done only if proof of fraud, undue influence or change in condition is alleged and established by credible evidence. For review of previously ordered compensation, the party has one year to file after denial of award, if compensation was awarded or agreed to be paid, or after the award or the date of last payment. If the case involves silicosis, the party will have two years to file for review. K.S.A. 44-5a19.

6. EMPLOYER MUST REPORT ACCIDENT TO WORKERS COMPENSATION DIRECTOR

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It is the duty of the employer to notify the Director of an accident within 28 days from the date the injured worker notifies the employer, if sustained injuries wholly or partially incapacitate the employee for more than the remainder of the day or shift.

If the employee that was the subject of a previously filed accident has died, a supplemental report must be filed with the Director within 28 days of being notified of the death. This report should detail the facts in connection with the death and information the Director may require concerning the dependents. This report shall not be considered as evidence in any court proceeding. K.S.A. 44-557.

The time limit for the employer will only begin to run if the employee has given notice of the accident pursuant to K.S.A. 44-520 and amendments thereto.

If an accident report has not been filed, the compensation process will be commenced by serving the employer a written claim pursuant to K.S.A. 44-520a and amendments thereto. This must be done within one year from the date of the accident, suspension of payment of disability compensation, the date of the last authorized medical treatment or the death of the employee. See Notice of Claim and Time Limitations (index).

The repeated failure of an employer to file accident reports as required may result in a penalty of \$250 for each violation pursuant to KSA 44-557.

[K-WC 1101 A Employer's Report of Accident](#)

[Forms and Publications](#)

7. EMPLOYER MUST PROVIDE INFORMATION TO THE EMPLOYEE AFTER AN INJURY

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After receiving notice of injury or death, the employer needs to mail or deliver to the employee or legal beneficiary a clear and concise description of:

- 1) The benefits available under the workers compensation act;
- 2) The process to be followed in making a claim for benefits;
- 3) The identification of the person, firm or organization directly responsible for responding to and processing a claim for workers compensation benefits;
- 4) The responsibilities of the self-insured employer, insurance company or group-funded self-insurance plan;
- 5) The assistance available from the office of the Director of Workers Compensation; and
- 6) The address and toll-free number that will facilitate access to the assistance available from the Director's office.

K.S.A 44-5,102

The requirement stated above can be met by providing the publication K-WC 27 to the injured worker. [More information](#) can be found on the Division's web site or requested via the telephone at 1-800-332- 0353. Inquiries can also be made through postal mail at the following address:

Division of Workers Compensation
KS Department of Labor
800 SW Jackson
Ste. 600
Topeka, KS 66612-1227

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The process to be followed in making a claim for benefits can be found in [publication K-WC 25](#).

Assistance is available from the Ombudsman/Claims Advisory Section of the Workers Compensation Division. The relevant information regarding the Ombudsman/Claims Advisory Section can be found in publication P-101 and K-WC 136.

[Forms and Publications](#)

[Employer Tutorial](#)

8. APPLICATION FOR HEARING

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An injured worker must file an Application for Hearing with the Director within three years of the date of accident or within two years of the date of the last payment of compensation, whichever is later. Authorized medical treatment is considered payment of compensation. In the case of an undocumented worker, the Director will assign a number for the undocumented worker to use in place of a social security number. When the Application for Hearing is filed with the Director, the claim is docketed and assigned to an Administrative Law Judge. You may obtain the docket number and the Administrative Law Judge's name and phone number that has been assigned prior to your mailed notification by contacting the Division of Workers Compensation's Ombudsman/Claims Advisory Section at (785) 296-2996 or toll free 1-800-332-0353.

[Forms and Publications - Hearings](#)

[Employee Tutorial](#)

9. REQUEST FOR RECORDS

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Pursuant to K.S.A. 44-550, the Director shall designate a person to maintain a full true and correct record of all proceedings of the Director, of all documents or papers filed by the Director, or with the Director, of all awards, orders and decisions made by the Director and such person shall be responsible for the safe custody and preservation of all such papers and documents. K.S.A. 44-550b relates to records open for public inspection, but excludes:

- 1) Records relating to financial information submitted by an employer to qualify as a self-insurer pursuant to K.S.A. 44-532 and amendments thereto;
- 2) Records which relate to utilization review or peer review conducted pursuant to K.S.A. 44-510j and amendments thereto shall not be disclosed except to the health care provider and as otherwise specifically provided by the workers compensation act;
- 3) Records relating to private premises safety inspections;
- 4) Medical records, forms collected pursuant to subsection (b) of K. S.A. 44-567 and amendments thereto, accident reports maintained under K.S.A. 44-550 and amendments thereto, and social security numbers pertaining to an individual which shall not be disclosed except:
 - (A) Upon order of a court of competent jurisdiction
 - (B) To the employer, its insurance carrier or its representative, from whom a worker seeks workers compensation benefits;
 - (C) To the Division of Workers Compensation for its own purposes;
 - (D) To federal or state governmental agencies for purposes of fraud and abuse investigations;

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- (E) To an employer in connection with an application for employment to an employer, its insurance carrier or representatives providing for records includes a signed release by the individual, identifies the job conditionally offered by the employer and is submitted in writing, either by mail or electronically. Requests relating to an individual under this subsection shall be considered a record to be maintained and open to public inspection under K.S.A. 44-550 and amendments thereto except social security numbers;
- (F) To the workers compensation fund for its own purposes; and
- (G) To the worker upon written release by the worker.

To obtain records from the Director, a Request for Records should be sent to the Workers Compensation Division. Forms can be obtained on the web site or at the Division of Workers Compensation Office.

[Requests for Records](#)

10. LOCATION OF PROCEEDINGS

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Pursuant to K.S.A. 44-549, all hearings shall be held by the Administrative Law Judge (ALJ) in the county where the accident took place unless it is mutually agreed upon by the employee and employer. The award, finding, decision or order of an Administrative Law Judge, when filed in the office of the Director, shall be deemed the final award, finding, decision or order. The following is a list of the assigned counties of each judge.

ALJ AVERY

Anderson
Bourbon
Chase
Cherokee
Coffey
Crawford
Douglas
Greenwood
Linn
Lyon
Marion
Osage
Shawnee (1/4)
Woodson

ALJ BARNES

Barber (1/2)
Butler (1/2)
Chautauqua (1/2)
Cowley (1/2)
Elk (1/2)
Harper (1/2)
Kingman (1/2)
Sedgwick (2/5)
Sumner (1/2)

ALJ CLARK

Barber (1/2)
Butler (1/2)
Chautauqua(1/2)
Cowley (1/2)
Elk (1/2)
Harper (1/2)
Kingman (1/2)
Sedgwick (2/5)
Sumner (1/2)

ALJ FULLER

Cheyenne
Clark
Comanche
Edwards
Finney
Ford
Grant
Gray
Greeley
Hamilton
Haskell
Hodgeman
Kearny
Kiowa
Lane
Logan
Meade
Morton
Ness
Rawlins
Scott
Seward
Sherman
Stanton
Stevens
Thomas
Wallace
Wichita

ALJ HOWARD

Atchison (1/2)
Doniphan (1/2)
Jefferson (1/2)
Johnson (1/3)
Leavenworth (1/2)
Miami (1/3)
Wyandotte (1/3)

ALJ HURSH

Franklin
Johnson (1/3)
Miami (1/3)
Wyandotte (1/3)

ALJ KLEIN

Allen
Labette
Montgomery
Neosho
Sedgwick (1/5)
Wilson

ALJ MOORE

Barton
Cloud
Decatur
Ellis
Ellsworth
Gove
Graham
Harvey
Jewell
Lincoln
McPherson
Mitchell
Norton
Osborne
Ottawa
Pawnee
Phillips
Pratt
Reno
Republic
Rice
Rooks
Rush
Russell
Saline
Sheridan
Smith
Stafford
Trego

ALJ SANDERS ALJ YATES-

Brown
Clay
Dickinson
Geary
Jackson
Marshall
Morris
Nemaha
Pottawatomie
Riley
Shawnee (3/4)
Wabaunsee
Washington

Atchison (1/2)
Doniphan (1/2)
Jefferson (1/2)
Johnson (1/3)
Leavenworth (1/2)
Miami (1/3)
Wyandotte (1/3)

11. ADMINISTRATIVE LAW JUDGE SCHEDULE

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The following information details the Administrative Law Judge's days and times they conduct different proceedings. However all times and dates are subject to change and involved parties should contact the regional offices to verify specifics.

Brad Avery

Barbara Zeller
Legal Assistant
(785) 296-7012

Topeka

Preliminary Hearings Mon. – Tues. – Thurs. & Fri.
PHSC Wed.
Regular Hearings Mon. – Tues. – Thurs. & Fri.

Lawrence

First & Third Tues. of Month

Emporia

First & Third Fri. of Month

Nelsonna Barnes

Amber Pruitt
Legal Assistant
(316) 771-5099

Wichita

All Hearings
Preliminary Hearings Tues. & Thurs. 9 a.m. Docket
PHSC Mon. & Wed. 10, 10:30, 11 a.m.
Regular Hearings Mon. - Thurs. 1:30 p.m. - Wed. 9 a.m.

John Clark

Sunny Byerly
Legal Assistant
(316) 771-5099

Wichita

All Hearings
Preliminary Hearings Tues. & Thurs. 9 a.m. Docket
PHSC Mon. & Wed. 9, 10 & 11 a.m.
Regular Hearings Mon. thru Thurs. 1:30 p.m.

Steve Howard

Jess Weber
Legal Assistant
(913) 642-7650

Overland Park

All Hearings
Preliminary Hearings Tuesday at 1 p.m.
PHSC Every Mon. 1:30 p.m. &
Every other Mon. at 9 a.m.
Regular Hearings Every other Tue. at 8:30 a.m.

Pamela Fuller

Docket week schedule:

Mary Richardson
Legal Assistant
(620) 275-0414

Garden City - Monday - Preliminary & Regular Hearings
- Tuesday - PHSC
Cimarron - Wednesday - PHSC
- Thursday - Preliminary & Regular Hearings
Liberal - Friday - Preliminary, Regular Hearings & PHSC

All Hearings are scheduled on a docket at 9:00am. Every one should be present and ready to proceed at 9:00am.

Hearings are scheduled in three locations during one work week each month. Judge Fuller provides a calendar prior to January 1, with the monthly hearing schedule.

Ken Hursh

Jane Hogan
Legal Assistant
(913) 642-7650

Overland Park

Preliminary Hearings
PHSC
Regular Hearings

Mon. & Wed. at 1:00 p.m.
Wed. at 11:00 am & Thur. at 1:00pm
Thursday at 9 a.m.

Pittsburg

PHSC
Preliminary Hearings
Regular Hearings

Every other week on Friday

9:00 a.m.
10:00 a.m.
1:30 p.m.

Ottawa

Second Tuesday of Month (as needed)
1:30 p.m.

Thomas Klein

Terri Collazo
Legal Assistant
(316) 771-5099

Wichita

Preliminary Hearings
PHSC

Tue. & Thur. at 1:00 p.m.
Mon. & Wed. at 1:45 p.m.
Mon. & Wed. at 1:00 p.m.

Regular Hearings

First Mon. of Month - All day.

Independence

Preliminary Hearings
PHSC

Every other week.

Wed. - 9:00 a.m.

Tuesday - 2:30 a.m.
Wed. - 9:00 a.m.

Regular Hearings

Wed.- 10, 11, 1, 1:30, 2 & 2:30

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Bruce Moore

Docket schedule:

Sandy Branda
Legal Assistant
(785) 827-0724

Salina Third Wednesday of each month.

Hays Alternates Second Friday and third

Ellsworth Friday of each month.

Great Bend Last Friday of each month.

Hutchinson First two Thursdays of each month.

All Hearings are set on a docket at 9:00 a.m. or 1:30 p.m. All dockets are open except one docket day every other month in Ellsworth which is dedicated to Pre-Hearing Settlement Conferences.

Rebecca Sanders

Sheryl Hesser
Legal Assistant
(785) 296-7013

Topeka

All Hearings

Preliminary Hearings Tue. 9 a.m.; 1 p.m. on PHSC days

PHSC Every other Tue., 9 a.m.

Regular Hearings Thursdays

Marcia Yates-Roberts

Judy Odell
Legal Assistant
(913)642-7650

Overland Park

All Hearings

Preliminary Hearings Thur. 9 a.m.; Every 3rd Mon. 10 a.m.

PHSC Wed. 10am; Every 4th Mon. 10 a.m.

Regular Hearings Tue. 9 a.m.

12. WORKERS COMPENSATION HEARING ROOM LOCATIONS FOR THE STATE OF KANSAS

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The following is a list of the hearing rooms used for workers compensation hearings in the State of Kansas and their addresses:

Hearing Room Locations:

Cimarron – Gray County Courthouse – 300 S Main Street

Ellsworth – Ellsworth County Courthouse – 210 N Kansas, 3rd Floor

Emporia – Municipal Court Building – 518 Mechanic

Garden City – 407 Campus Drive

Great Bend – Barton County Courthouse – 1400 Main Street

Hays – Ellis County Courthouse – Municipal Courtroom – 1204 Fort Street

Hutchinson – Reno County Courthouse – 206 W 1st Street

Independence – Judicial Center – 300 E Main, Suite 201

Lawrence – County Commission Room – 1100 Massachusetts or
Judicial Law Enforcement Center, Rm. 144b, 111 E 11th St.

Liberal – Seward County Courthouse – 415 N Washington

Overland Park – 8417 Santa Fe Drive

Pittsburg – Crawford County Judicial Center – 602 N Locust

Salina – 901 Westchester Drive, Suite B

Topeka – 401 SW Topeka Boulevard

Wichita – 209 E William Street

13. COURT LOCATION FOR OUT-OF-STATE - ACCIDENT

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If an accident occurs outside of the State of Kansas but is still under the jurisdiction of the Kansas Workers Compensation Act, the Director shall designate a county where the hearing is to be held as is directed by K.A.R. 5 1-3-6. Both parties may submit an application requesting a location for hearing.

14. REMOVAL OF ADMINISTRATIVE LAW JUDGE FROM CASE

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A party may file a motion for change of Administrative Law Judge pursuant to K. S.A. 44-523(e) if that party believes that it could not be afforded a fair hearing from the assigned Administrative Law Judge. The Administrative Law Judge will hear the motion promptly and informally in front of all parties in the matter. The Administrative Law Judge will decide whether to recuse him/herself. If this occurs, the Director will assign another Administrative Law Judge. If the Administrative Law Judge refuses to withdraw, the party may file an affidavit within 10 days of the Administrative Law Judge's decision in District Court in the county that the accident occurred, arguing the reason for the Administrative Law Judge's removal.

The chief district court judge shall promptly determine the legal sufficiency of the affidavit. The chief judge may assign this determination to another district court judge. If there is no other judge qualified to determine the affidavit's legal sufficiency, the chief judge will notify the district's departmental justice to appoint another district court judge. If the affidavit is found to be legally sufficient, the district court judge will order the Director to assign another Administrative Law Judge.

There are five situations that generally constitute grounds that may disqualify an Administrative Law Judge from hearing a certain matter:

- 1) The Administrative Law Judge has been engaged as counsel in the case prior to the appointment as Administrative Law Judge.
- 2) The Administrative Law Judge is otherwise interested in the case.
- 3) The Administrative Law Judge is related to either party in the case.
- 4) The Administrative Law Judge is a material witness in the case.

- 5) A party has cause to believe that they cannot obtain a fair and impartial hearing on account of personal bias, prejudice or interest of the Administrative Law Judge.

The affidavit shall state the facts and reasons for belief in any of these five areas.

15. NOTICE OF INTENT

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If there is a disagreement about whether the employee is entitled to medical or temporary total disability benefits, the applicant should notify the adverse party, in writing, of the intent to file an Application for Preliminary Hearing. This notification needs to include a specific statement of the benefit change being sought that is to be the subject of the requested preliminary hearing. If temporary total/temporary partial disability benefits are being requested, the notice of intent should state for which dates these benefits are being requested. If medical treatment is being requested, the notice of intent should specify what type of treatment is being requested and for what medical condition. If a party is requesting either a change of physician or the termination of treatment, it should be specified why the treatment being provided is unsatisfactory. If an agreement is not reached after seven days, an Application for Preliminary Hearing may be filed with the Director with a copy of the Notice of Intent and evidence attached. K. S.A. 44-534a(a)(1)

16. APPLICATION FOR PRELIMINARY HEARING

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If the Notice of Intent fails to settle the disagreement within seven days, an Application for a Preliminary Hearing should be filed with the Director of Workers Compensation, Form K-WC E-3. Such application shall include the notice of intent to the adverse party, certification that the notice was received, and if the requested change was denied or not answered. The applicant shall include medical reports or other evidence intended to be used as supporting exhibits. An Application for Preliminary Hearing shall not be entered when written notice has not been given to the adverse party. All parties will receive at least seven days notice of the hearing date. If an Application for Hearing has not been filed pursuant to K.S.A. 44-534, and proper notice of intent has been provided to the adverse party, the employee or employer should submit an Application for Hearing at the same time with the Director's Office. See Application for Hearing (index).

K.A.R. 51-3-5a and 44-534a.

[K-WC E-3 Application for Preliminary Hearing](#)

[Forms and Publications - Hearings](#)

17. SETTING A PRELIMINARY HEARING

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After an Application for Preliminary Hearing has been filed with the Workers Compensation Division a preliminary hearing can be scheduled by:

The party requesting the hearing shall contact the Administrative Law Judge assigned by the Workers Compensation Director's office to obtain the available dates and times for the hearing.

The requesting party shall clear a date and time with all the involved counsel or parties and advise the Administrative Law Judge's office of the agreed upon date and time.

The requesting party shall send a Notice of Hearing to all involved counsel or parties with a copy to the Administrative Law Judge.

If the party has followed the preceding requirements the hearing shall proceed as scheduled.

Exhibits that will be offered into evidence must be attached to the Application For Preliminary Hearing when such application is filed with the Division. (K.S.A. 44-534a(a)(1)).

K.A.R. 51-3-5a.

18. PRELIMINARY HEARING

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The Administrative Law Judge shall conduct the preliminary hearing in a county that they have designated. This hearing shall be summary in nature and the Administrative Law Judge shall utilize powers necessary to provide for the conduct of a full hearing on the claim under the Workers Compensation Act.

If found that the employee's injury is compensable and in accordance with the facts presented at the preliminary hearing, the Administrative Law Judge may make a preliminary award for medical compensation and temporary total disability compensation as per K.S.A. 44-534a(a)(2). This award will be in effect pending the conclusion of a full hearing on the claim. No preliminary award will be entered without giving the employer the opportunity to present evidence, including testimony, on the disputed issues.

Medical reports and other records shall be considered by the Administrative Law Judge at the preliminary hearing. However, the reports shall not be considered as evidence when the Administrative Law Judge makes a final award in the case, unless all parties stipulate to the reports, records, or statements or unless the report, record or statement is later supported by the testimony of the physician, surgeon or other persons making the report, record or statement. If medical reports are not available or have not been produced before the preliminary hearing, either party is entitled to an ex parte production order upon motion to the Administrative Law Judge.

Findings shall be considered jurisdictional and subject to review by the Board on issues concerning whether the employee's injury was accidental, if the injury arose out of the

course of the employee's employment, whether notice is given or claim timely made or whether certain defenses apply. The Board's review of these issues is not subject to judicial review. If a preliminary order is appealed, payment of medical compensation and/or temporary total disability compensation shall not be stayed. The decision itself is not subject to appeal to the Board, it shall be subject to a comprehensive presentation of facts through the regular hearing.

If temporary total disability compensation is awarded, it may be ordered paid from the filing date of the application. If the Administrative Law Judge finds that, prior to filing, there were one or more periods of temporary total disability, compensation may be ordered for all periods.

The decision in preliminary hearings shall be made within five days of the conclusion of the hearing. The Administrative Law Judge may decide to leave the record open for a reasonable amount of time following the actual hearing to allow for evidence and depositions to be completed. If an Administrative Law Judge does not render a decision within five days of the conclusion of the evidence to be presented, the applicant's attorney shall notify the Director. The Director shall make demand upon the Administrative Law Judge for this decision.

19. PRE-HEARING SETTLEMENT CONFERENCE

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The Administrative Law Judge shall conduct a pre-hearing settlement conference not more than 10 days before the first full hearing. This is done for “the purpose of obtaining stipulations from the parties, determining the issues and exploring the possibility that the parties may resolve those issues and reach a settlement prior to the first full hearing” as directed by K.S.A. 44-523(d). Also, an Administrative Law Judge shall conduct a pre-trial conference before any testimony is taken as per K.A.R. 51-3-8(b). If a settlement is not reached because one or all parties are not willing to stipulate to certain issues, the stipulations and issues will be made a part of the record.

Respondent shall be prepared to admit any and all facts respondents cannot justifiably deny. Also, respondent shall have payroll information available so they may be able to address matters concerning the average weekly wage.

Evidence shall be confined to matters pertinent to the dispute. Hearsay evidence may be admissible unless it is deemed irrelevant or redundant. The Administrative Law Judge will not be bound by rules of civil procedure or evidence.

If the weekly wage is not an issue in the case, all parties shall be prepared at the first hearing to agree on the claimant’s average weekly wage. Both parties shall exchange medical information and confer on what issues can be stipulated to and what is in dispute before the first hearing.

Prior to setting a pre-hearing settlement conference, the party requesting said conference must certify the following **in writing to the Court:**

- 1) That claimant's medical condition has stabilized and has reached maximum medical improvement;
- 2) That claimant has received a permanent impairment of function rating;
- 3) That claimant is neither receiving nor requesting temporary total disability benefits, unless prior arrangements are made with and approved by the Administrative Law Judge;
- 4) Medical and lay testimony is scheduled or will be scheduled;
- 5) That claimant is neither receiving nor requesting vocational rehabilitation; and,
- 6) That claimant will be ready to submit, by submission letter received in the Administrative Law Judge's office, within 30 days of the date of the regular hearing.

All parties to the pre-hearing settlement conference shall be prepared to make stipulations of fact and exchange offers of settlement. Counsel should obtain settlement authority prior to the pre-hearing settlement conference or shall make arrangements to have immediate access during the conference to the person with settlement authority.

The following questions shall be used to identify issues in the matter:

Questions to Claimant:

- 1) In what county is it claimed that claimant met with personal injury by accident?
(If the accident occurred in a different county from that in which the hearing is held, then the parties shall stipulate that they consent to the conduct of the hearing in the county in which it is being held.)
- 2) Upon what date is it claimed that claimant met with personal injury by accident?

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Questions for Respondent:

- 1) Does respondent admit that claimant met with personal injury by accident on the date alleged?
- 2) Does respondent admit that claimant's alleged accidental injury "arose out of and in the course" of claimant's employment?
- 3) Does respondent admit notice?
- 4) Does respondent admit that the relationship of employer and employee existed?
- 5) Does respondent admit that the parties are covered by the Kansas Workers Compensation Act?
- 6) Does respondent admit that timely claim was made?
- 7) Did the respondent have an insurance carrier on the date of the alleged accident? What is the name of the insurance company? Was the respondent self-insured?

Questions to Both Parties:

- 1) What was the average weekly wage?
- 2) Has any compensation been paid?
- 3) Has any medical or hospital treatment been furnished? Is claimant making claim for any future medical treatment or physical restoration?
- 4) Has claimant incurred any medical or hospital expense for which reimbursement is claimed?
- 5) What was the nature and extent of the disability suffered as a result of the alleged accident?
- 6) What medical and hospital expenses does the claimant have?
- 7) What are the additional dates of temporary total disability, if any are claimed?
- 8) Is there a need for the claimant to be referred for a vocational rehabilitation evaluation?

- 9) Is the Workers Compensation Fund to be implied as an additional party?
- 10) What witnesses will each party have testify at hearing or by deposition in the trial of the case?
- 11) Have the parties agreed upon a functional impairment rating?

The same stipulations are to be used in occupational disease cases except that questions regarding “accidental injury” shall be changed to discover facts concerning “disability from occupational disease” or “disablement.”

Permission to withdraw admissions or stipulations shall be decided by the Administrative Law Judge on a case-by-case basis.

A pre-hearing settlement conference is required by statute prior to a regular hearing and it may also be helpful to have more than one pre-hearing settlement conference to settle a claim prior to a regular hearing.

[K-WC 139 Pretrial Stipulations](#)

[Forms and Publications - Hearings](#)

20. SETTING A REGULAR HEARING

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If the parties are unable to reach a compromise at the pre-hearing settlement conference and would like to schedule a regular hearing a hearing can be scheduled by:

A party requesting the hearing shall contact the Administrative Law Judge assigned by the Workers Compensation Director's office to obtain the available dates and times for the hearing.

The requesting party shall clear a date and time with all the involved counsel or parties and advise the Administrative Law Judge's office of the agreed upon date and time.

The requesting party shall send a Notice of Hearing to all involved counsel or parties with a copy to the Administrative Law Judge.

If the party has followed the preceding requirements the hearing shall proceed as scheduled.

21. REGULAR HEARING

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A pre-hearing settlement conference must be held prior to the regular hearing. The Administrative Law Judge may require more than one pre-hearing settlement conference. The Administrative Law Judge may require a pre-hearing settlement conference for post-award hearings.

If the parties are unable to reach a compromise at the pre-hearing settlement conference, a regular hearing is held to present the evidence before an Administrative Law Judge.

The Administrative Law Judge shall not be bound by adherence to technical rules of procedure during any proceeding. The Administrative Law Judge will be afforded the latitude to conduct hearings in a manner deemed to give the parties “reasonable opportunity to be heard and to present evidence, insure the employee and the employer an expeditious hearing and act reasonably without partiality,” as is stated in K.S.A. 44-523(a).

After all parties have submitted evidence, the Administrative Law Judge shall issue an award within 30 days of the final terminal date. A party’s terminal date is that party’s deadline to take deposition testimony or offer any other form of evidence. This award shall not be stayed due to lack of a submission letter.

Also, if the award has not been entered within 30 days, any party may notify the Director who shall assign a Special Administrative Law Judge to enter a decision based on the record. The Director may remove the Administrative Law Judge who failed to enter the award within 30 days and reassign a different Administrative Law Judge to make an immediate decision.

22. TERMINAL DATES

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A party's terminal date is that party's deadline within which the party must take deposition testimony, or offer any other form of evidence. When a regular hearing is conducted, the Administrative Law Judge shall set a terminal date no later than 30 days after the first full hearing to require the submission of all evidence in support of the claimant. The terminal date for the respondent shall be set, requiring the submission of all evidence in support of the respondent, 30 days thereafter. An extension may be given for the following reasons:

- 1) If the employee is being paid temporary or permanent total disability compensation.
- 2) If medical examination of the claimant could not be secured prior to the submission of the case and the examination appointment was set and its notice sent prior to submission by the claimant.
- 3) If application is made and good cause shown.
- 4) By agreement of the parties.

The Administrative Law Judge will place the case in line for decision when the last terminal date expires. If the parties believe that the transcripts will not be made available to the Administrative Law Judge on or before the last terminal date, the parties must request an extension of the terminal date to assure that all evidence is considered by the Administrative Law Judge.

23. SUBMISSION LETTERS

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After the regular hearing, if a dispute still exists between the employer and the worker regarding compensation due, each party shall write the Administrative Law Judge a letter submitting the case for decision as is set forth in K.A.R. 5 1-3-5. This can only be done after a hearing has been held and all evidence has been submitted. The letter shall contain a list of evidence to be considered that includes the following information:

- 1) The dates and name of the Administrative Law Judge for each hearing held and a list of exhibits submitted at each hearing.
- 2) The date and name of witnesses in each deposition taken and a list of exhibits submitted at each deposition.
- 3) A description of any stipulations entered into by the parties outside of a hearing or deposition.
- 4) A list of any other exhibits that should be contained in the record.
- 5) An itemization of all medical expenses that are in issue.
- 6) An itemization of all medical expenses not in issue but that a party wishes itemized in the award.
- 7) A list of the issues to be decided by the Administrative Law Judge, together with a list of those items to which the parties have stipulated.

The submission letter is not required to be in a specific form but should include all the above information. The submission letter is not evidence and is merely an argument of the case by a particular party. A decision will not be stayed due to the failure to submit a letter to the Administrative Law Judge.

24. INDEPENDENT MEDICAL EXAMINATION

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In the case of a dispute as to the injury, the Director, at the Director's discretion or upon request of either party, may employ one or more neutral health care providers in good standing. The healthcare providers shall make such examinations of the injured employee as the Director may direct. The report shall be considered when making a final determination. K.S.A. 44-516 and 44-510e(a).

25. ADMINISTERING DEPOSITIONS

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An Administrative Law Judge conducting a hearing or other proceeding, or any party affected by the hearing or other proceeding, may cause the depositions of witnesses residing within or without the state to be taken in the same manner prescribed by the law for like depositions in Kansas District Court civil actions.

26. RULINGS WITHOUT CERTIFIED TRANSCRIPT

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K.S.A 44-552(c) allows the Administrative Law Judge to make findings, awards, decisions, rulings or modifications without awaiting for the transcription of testimony if it is deemed expedient and advisable to do so.

27. REQUIREMENTS OF FINDINGS AND AWARDS

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K.S.A. 44-525 stipulates that all findings or awards of compensation shall include the following:

- 1) It must be signed and acknowledged by the Administrative Law Judge.
- 2) It should specify the amount due and unpaid by the employer to the employee up to the date of the award, if any.
- 3) The amount of the payments thereafter to be paid by the employer to the employee and the length of time such payment shall continue, if any.

The effective date of the award shall be the day following the date of the award.

28. FILING VOLUNTARY MODIFICATIONS

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K.S.A. 44-526 establishes that any award may be modified if the terms are agreed upon by the involved parties. If the award is modified against the worker, then the agreement must be filed by the employer in the Director's office within 60 days after the execution of such agreement.

29. EMPLOYER’S PROCEDURE TO STAY AN AWARD

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In any proceeding where an award has been provided and judgment has not yet been granted, there are two situations K.S.A. 44-530 identifies in which an employer may appeal to stay the proceedings: (1) The employer may file an application with the clerk of the district court to approve a bond securing the payment of the compensation; (2) the employer may file a certificate from a licensed or authorized insurance company or association that the compensation amount is insured by it.

30. LUMP-SUM AWARDS

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A lump sum will only be given as compensation in two situations that are outlined in K.S.A. 44-525. First, when a portion of the compensation is found to be due and unpaid at the time of the award. And second, when the settlement agreement has been approved by the Director. If the employee has already received payments, the amount paid by the employer will be totaled and considered credit towards the total of the lump-sum payment.

If the employee has been overpaid temporary total disability compensation and the employee is entitled to additional compensation, the Administrative Law Judge shall use the overpayment as credit towards the additional compensation. The credit shall be applied to the final week of additional compensation and then to each preceding week until the credit is exhausted.

31. JOINT PETITION AND STIPULATION

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If claimant lives out of the state and it would be a hardship to travel to the state for hearing, the parties may agree to settle the claim by an award on joint petition and stipulation according to K.A.R. 5 1-3-16. Joint petition and stipulation may also be used in death cases where liability and entitlement to compensation is clearly defined.

When filed, the joint petition and stipulation must be signed and accompanied by an original award or order prepared by the parties for the Director's signature. It must include the claimant's name, address and a notarized signature. Also, it must include the employer's name and address. The joint petition must either include within its text, or by supporting documents, the following information:

- 1) An explanation of the terms of the settlement, including average weekly wage, temporary total rate and weeks paid, if any, percent of, or approximate percent of, permanent disability. If the compensation offered, or paid, does not correspond to the compensation payable according to medical reports and/or figures given, such as average weekly wage, please explain the discrepancy. If the settlement is between respondent/carrier and Workers Compensation Fund, percentage of reimbursement and lump sum amount shall be given.
- 2) Copies of medical reports, birth certificates, death certificates, marriage certificates and any other supporting documents the case may require.
- 3) An itemization or a total of medical expenses.
- 4) An agreement that all medical bills incurred up to the date of the Joint Petition's signing have been or will be paid by respondent, or if a medical bill is not being paid by respondent, an explanation of how claimant will pay it.
- 5) If a medical bill will be paid from the settlement proceeds, there must be a statement that the bill will be paid before settlement proceeds are delivered to claimant.

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32. SETTLEMENT HEARINGS

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Pursuant to K.S.A. 44-531(a), a hearing may be held for the purpose of settling a claim and liability can be released for the portion of the employer's liability at issue if it is in the best interest of the claimant, or if it will avoid undue expense, litigation or hardship to any party. See [Grajeda v. Aramark Uniform Services, Docket No. 1,013,096](#).

K.A.R. 51-3-9 states that a settlement award will not be issued unless the claimant personally testifies, medical testimony is introduced as evidence by a qualified physician and all necessary testimony required to determine the extent of the disability and the amount of compensation due is provided.

K.S.A. 44-531(a) stipulates that if the claim will be settled through a lump sum, an employee could not have returned to work for nine months at a comparable wage if the compensation is based on work disability. K.S.A. 44-531(b) also outlines that lump sum awards must be in accordance with K.S.A. 44-510b(a), K.S.A. 44-525 and K.S.A. 44-529, if applicable.

Consideration should be made to determine if a [Medicare Set-Aside Trust](#) should be included as a condition of the settlement to limit potential liability in the future. Claims considered for a [Medicare Set-Aside Trust](#) would be cases where the injured individual is already a Medicare beneficiary or has a "reasonable expectation" of Medicare enrollment within 30 months of the settlement date and the anticipated total settlement amount for future medical expenses and disability/lost wages over the life or duration of the settlement agreement is expected to be greater than \$250,000.

[K-WC 12 & K-WC 13 Work Sheets for Settlements](#)

[Forms and Publications - Hearings](#)

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33. MEDICAL EVIDENCE IN SETTLEMENTS

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K.A.R. 5 1-3-9 states three issues to be considered by an Administrative Law Judge when considering a settlement award. They are as follows:

- 1) The claimant personally testifies.
- 2) Qualified medical testimony is introduced as evidence either by oral testimony or submission of a documentary report based on a recent physical examination concerning the claimant's disabilities.
- 3) Any additional testimony determined to be necessary to require proper determination of the extent of disability and ensuing compensation is given.

If documentary evidence concerning the claimant's medical condition is introduced in evidence, the claimant shall testify that they have either read or had the report read to them and they understand the medical evidence.

Records of hospitalization and treatment may be received in evidence at a hearing if submitted by the claimant. Medical and hospital expenses shall be made part of the record.

34. ATTORNEY FEES

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K.S.A. 44-536. Attorney fees for services rendered in connection with the securing of compensation for an employee or the employee's dependents, whether secured by agreement, order, award or a judgment in any court shall be a reasonable amount for such services or 25% of the amount of compensation recovered and paid, whichever is less, in addition to actual expenses incurred and subject to the other provisions of this section. Except as hereinafter provided in this section, in death cases, total disability and partial disability cases, the amount of attorney fees shall not exceed 25% of the sum which would be due under the workers compensation act beyond 415 weeks of permanent total disability based upon the employee's average gross weekly wage prior to the date of the accident and subject to the maximum weekly benefits provided in K.S.A. 44-510c and amendments thereto.

All attorney fees in connection with the initial or original claim for compensation shall be fixed pursuant to a written contract between the attorney and the employee or the employee's dependents, which shall be subject to approval by the Director in accordance with this section. Every attorney, whether the disposition of the original claim is by agreement, settlement, award, judgment or otherwise, shall file the attorney contract with the Director for review in accordance with this section. The Director shall review each such contract and the fees claimed thereunder as provided in this section and shall approve such contract and fees only if both are in accordance with all provisions of this section. Any claims for attorney fees not in excess of the limits provided in this section and approved by the Director shall be enforceable as a lien on the compensation due or to become due.

The Director shall specifically and individually review each claim of an attorney for services rendered under the workers compensation act in each case of a settlement agreement or a lump-sum payment.

K.S.A. 44-521 and K.S.A. 44-531.

No attorney fees shall be charged with respect to compensation for medical expenses, except where an allowance is made for proposed or future treatment as a part of a compromise settlement. No attorney fees shall be charged with respect to vocational rehabilitation benefits.

No attorney fees shall be charged in connection with any temporary total disability compensation unless the payment of such compensation in the proper amount is refused, or unless such compensation is terminated by the employer and the payment of such compensation is obtained or reinstated by the efforts of the attorney, whether by agreement, settlement, award or judgment.

If there is no dispute as to any of the material issues prior to representation of the claimant or claimants by an attorney, or where the amount to be paid for compensation does not exceed the written offer made to the claimant or claimants by the employer prior to execution of a written contract between the employee and an attorney, the fees to any such attorney shall not exceed either the sum of \$250 or a reasonable fee for the time actually spent by the attorney, as determined by the Director, whichever is greater, exclusive of reasonable attorney fees for any representation by such attorney in reference to any necessary probate proceedings.

If the amount to be paid for compensation does exceed the written offer made prior to representation, fees for services rendered by an attorney shall not exceed the lesser of: (1) a reasonable amount for such services;

(2) an amount equal to the total of 50% of that portion of the amount of compensation recovered and paid, which is in excess of the amount of compensation offered to the employee by the employer prior to the execution of a written contract between the employee and the attorney; or (3) 25% of the total amount of compensation recovered and paid.

K.S.A. 44-536.

35. SPECIAL ADMINISTRATIVE LAW JUDGES

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K.S.A. 44-551(d) gives the Director the authority to appoint [Special Administrative Law Judges](#) for the purpose of examining and hearing any designated cases. Special Administrative Law Judges shall be attorneys admitted to practice law in Kansas. They shall have the same authority to exercise powers of regular Administrative Law Judges. Special Administrative Law Judges shall be paid according to K.A.R. 51-2-5. (*K.A.R. 51-2-5 amended, effective November 11, 2005)

Fees include:

- 1) \$50 for each settlement hearing heard as part of a regular settlement docket.
- 2) \$50 for each settlement hearing heard as an individual setting.
- 3) \$100 for each preliminary hearing including a preliminary award or for a full hearing.
- 4) \$100 for each pre-hearing settlement conference.
- 5) \$85 per hour for preparing and rendering a final award. Total not to exceed \$500.

K.A.R. 51-2-5(b). If a special local Administrative Law Judge incurs expenses conducting one or more settlement hearings in a location other than the judge's home community, the expenses shall be assessed, as costs, proportionately among the cases generating the expenses.

[List of Current Special Administrative Law Judges](#)

36. COURT REPORTERS & FEES

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The Administrative Law Judge is authorized per K.S.A. 44-555 to assess all or part of the certified shorthand reporter's fees for hearings and depositions, including all copies provided and shall note the amounts on the findings, award or order. Pursuant to K.A.R. 51-2-4(d), these fees shall be assessed in the final award. If fees have already been paid by respondent and the Administrative Law Judge assesses them against another party, the designated party shall make the necessary reimbursement. A determination of reasonableness of a reporter fee shall be made by the Administrative Law Judge if the fee is challenged.

Also, K.A.R. 51-2-4 directs the court reporter transcribing a proceeding or deposition to furnish the original transcript to the Administrative Law Judge, one copy to the employer, insurance carrier or its attorney, and one copy to claimant or claimant's attorney. If the case involves the Workers Compensation Fund, a copy of the transcript should be furnished to its attorney.

If the case is settled, the original transcript of the settlement hearing shall be furnished to the Director within two weeks. This transcript shall constitute a final award.

[List of Current Court Reporters](#)

37. INTERPRETERS

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For hearings before an Administrative Law Judge or the Workers Compensation Board, an interpreter will be appointed for each person whose primary language is not English as is required by K.A.R. 51-2-6. Accommodation will be provided for anyone who is deaf, hard-of-hearing or speech-impaired, as well.

Prior to the hearing, the parties or their counsel shall notify the Administrative Law Judge's office if they will have a participant in the hearing who requires an interpreter. The Administrative Law Judge or the Workers Compensation Board will provide the interpreter upon request.

It is the responsibility of counsel to cooperate in the arrangements for the attendance and qualification of an interpreter. The Court does maintain a list of qualified interpreters. Counsel should endeavor to agree on the interpreter to ensure that the interpreter has the qualifications to serve specified at K.S.A. 75-4353 and to avoid any unnecessary delays.

A reasonable fee for the interpreter's service shall be determined and fixed by the Administrative Law Judge. Under normal circumstances, the costs shall be paid by the respondent as a hearing expense and not assessed against the person in need of accommodation.

38. SUBPOENAS

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Pursuant to K.A.R. 51-3-8(f), if a party to an action covered by the Kansas Workers Compensation Act requires a subpoena to obtain records or testimony, the party must first request the subpoena from the office of the Director. The request may be made by phone, facsimile, regular mail or email at wc@dol.ks.gov. The party subpoenaing witnesses shall be responsible for the completion, service and costs in connection with the subpoenas. Subpoenas should be handled to the same extent as is conferred on district courts of this state under the code of civil procedure. K. S.A. 60-3 03 et. seq.

There are four types of subpoena forms that may be obtained from the Director. Subpoenas are not available online:

- 1) Regular Subpoena – Form K-WC 41 - This type of subpoena is used when the party only wishes to compel the attendance of a person at a specified location to testify at a hearing.
- 2) Subpoena Duces Tecum – Form K-WC 41A - This type of subpoena is used when a party wants a person to bring identified records, papers, writings or other evidence to a hearing.
- 3) Deposition Subpoena/Deposition Subpoena Duces Tecum- Form K-WC 41B - This type of subpoena is used when a party wants a person to appear to testify at a deposition and/or bring identified records, papers, writings or other evidence to the deposition.
- 4) Subpoena Duces Tecum K-WC 41C - This type of subpoena is used when a party wants a named person to make identified records, papers, writings or other evidence available for inspection. The inspection takes place at the person's residence or place of business. Other locations can be arranged by agreement.

39. WITNESS FEES

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Pursuant to K.S.A. 28-125, witnesses compelled to appear through subpoena shall receive the same fee and mileage as is provided for witnesses attending district court cases. These witness fees are set out in K.S.A. 28-125. The Administrative Law Judge shall apportion such fees and make orders securing their payment according to K.S.A. 44-55 3.

40. ENFORCEMENT OF SUPPORT ORDER

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Claims for compensation paid to the worker on a weekly basis or in lump sum shall be subject to enforcement of an order for support by means of voluntary or involuntary assignment of a portion of the compensation enumerated in K. S.A. 44-514(b).

An involuntary assignment shall be obtained from a motion filed within the case. This motion shall be served on the claimant and the claimant's counsel and it shall set forth the following:

- 1) The amount of the current support order to be enforced;
- 2) The amount of any arrearage alleged to be owed under the support order;
- 3) The identity of the payer of the compensation to the claimant, if known; and,
- 4) Whether the assignment requested seeks to attach compensation for current support or arrearages or both.

Motions for involuntary assignments of compensation shall be granted. Relief may be granted for the following:

- 1) Current support shall be collectible from benefits paid on a weekly basis but shall not exceed 25% of the workers gross weekly compensation excluding any medical compensation and rehabilitation costs paid directly to providers.
- 2) Past due support shall be collectible from lump-sum settlements, judgments or awards but shall not exceed 40% of a lump-sum, excluding any medical compensation and rehabilitation costs paid directly to providers.

An order of involuntary assignment of compensation shall be served to the payer and shall set forth the following:

- 1) Amount of the current support order;
- 2) Amount of the arrearage owed, if any;
- 3) Applicable percentage limitations;
- 4) Name and address of the payee to whom assigned sums shall be disbursed by the payer; and,
- 5) Date the assignment is to take effect and the conditions for termination of the assignment.

Any proceeding under K.S.A. 44-514(b) may consider the modification of the existing support order upon proper notice to the other interested parties.

*** Please note, issues related to child support enforcement must be determined in the District Court and neither the Workers Compensation Board nor the Administrative Law Judges have jurisdiction to determine the propriety of a District Court's Order.**

41. REVIEW AND MODIFICATION

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Any award, except previously approved lump-sum settlements, may be reviewed upon application by any interested party, pursuant to K.S.A. 44-528(a). Applications for review and modification must articulate at least one specific reason for the requested relief.

The Administrative Law Judge may assign one or two independent medical examinations and base their review, and possible modification, of the original award on an IME and all other competent evidence relating to the present matter. K.S.A. 44-528(a) outlines a number of conditions that would justify this modification:

- 1) The award has been obtained by fraud or undue influence.
- 2) The award was obtained without authority or as a result of serious misconduct.
- 3) The award is excessive or inadequate or the functional impairment or work disability of the employee has diminished.

The Administrative Law Judge may increase or decrease the level of compensation based on the findings in one or more of these areas subject to the limitations provided in the Workers Compensation Act.

The review and subsequent modification of an award shall be effective on the date that the increase or decrease in function occurred as is stated by K.S.A. 44-528(d). However, the effective date shall not be more than six months before the date the application was made for review.

According to K.A.R. 51-19-1, if an application for review or appeal of an award is made and the application is affirmed or modified, application for review and modification pursuant to K.S.A. 44-528 may still be made to the Division.

Except in highly unusual situations, applications for review and modification should not be made more than once in any six-month timeframe.

[K-WC E-5 Application for Review and Modification](#)

[Forms and Publications - Hearings](#)

42. POST-AWARD MEDICAL

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After an award for compensation is made, the claimant may make an application for a post-award medical hearing at any time pursuant to K. S.A. 44-510k and amendments thereto.

If medical treatment is the only issue after an award/settlement, an Application for Post Award Medical, Form E-4, must be filed with the Director.

See [K-WC E-4 Application for Post-Award Medical](#)

If the issues include both medical treatment and temporary total disability compensation, both an Application for Preliminary Hearing (K-WC E-3) and an Application for Post Award Medical (K-WC E-4) should be filed with the Director. Temporary total disability compensation under an Award requires a seven-day demand letter and Notice of Intent prior to the filing of an E-3 or E-4.

See [K-WC E-3 Application for Preliminary Hearing](#)
and [K-WC E-4 Application for Post-Award Medical](#).

The respondent/carrier may not file an Application for Post Award Medical, Form E-4. There is no provision in K.S.A. 44-510k that allows a respondent to file an E-4. A respondent must file an Application for Preliminary Hearing, Form E-3, in order to make any changes in medical treatment after an award or settlement. All necessary attachments relating to the change in medical treatment should be filed with the E-3, including the Notice of Intent and the Certification.

An Administrative Law Judge shall conduct the hearing in accordance to K.S.A. 44-523 and amendments thereto. If the Administrative Law Judge finds that further care is necessary to cure or relieve the effects of the accidental injury that was the subject of the underlying award, the Administrative Law Judge may make an award for additional medical care.

Any application for a post-award medical benefit shall receive priority by the Administrative Law Judge only to be superseded by preliminary hearings pursuant to K.S.A. 44-534a and amendments thereto. A pre-hearing settlement conference is not necessary but the parties shall meet and confer prior to the hearing. The procedure for setting a hearing is the same as a preliminary and regular hearing and all dates should be cleared through the Administrative Law Judge's office. If no agreement can be reached prior to the hearing, the Administrative Law Judge will hear the evidence and set terminal dates for evidence to be submitted.

A post-award medical award is subject to a full review by the Board under subsection (b) of K.S.A. 44-55 1. Any action of the Board of the underlying issue shall be subject to review by the Kansas Court of Appeals under K.S.A. 44-556.

An Administrative Law Judge has the authority to award medical treatment relating to the underlying award up to six months before the application for post-award treatment. Reviews of such awards shall be given priority setting with the Board, superseded only by reviews of preliminary hearings. A decision by the Board shall be rendered within 30 days from when it was submitted.

Attorney fees and costs will be awarded consistent with subsection (g) of K.S.A. 44-536.

43. FINAL RECEIPT

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Upon making the final compensation payment, K.S.A. 44-527 establishes that the employer shall be entitled to a final receipt for compensation that is verified by the claimant. The final receipt, or a copy thereof, must be filed by the employer in the Director's office within 60 days after its execution date. If the employer fails to file the final receipt, it shall be considered void.

Beginning January 1, 2009, the claimant must complete an affidavit that sets forth the employee's rights under the Kansas Workers Compensation Act and affirms that the employee understands the rights that are being given up by accepting the settlement. The Director will accept the final receipt and it shall be considered approved unless the Director notifies each of the parties in writing within 20 days of obtaining it. Proceedings to modify the final receipt must be commenced within one year after it was approved by the Director.

[K-WC Form D Final Release](#)

[Forms and Publications - Hearings](#)

44. OTHER POST-AWARD FILINGS

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Post Award Request for TTD only: If TTD is the only issue, an Application for Preliminary Hearing, Form E-3 must be filed. All necessary attachments relating to TTD should be filed with the E-3, including the Notice of Intent and the Certification.

Post Award Request for Change in Disability: Any issue regarding a change in permanent disability, including the modification of an award to reflect post award TTD payments, requires an Application for Review and Modification, Form E-5.

Post Award Motion to Terminate or Modify TTD: All requests by any party to terminate or modify temporary total compensation must file an Application for Preliminary Hearing, Form E-3. All necessary attachments relating to TTD should be filed with the E-3, including the Notice of Intent and the Certification.

Post-Award Motion to Assess Liability onto the Fund: If an award has been issued creating an obligation to pay and the obligation is being met by an uninsured employer and the employer becomes insolvent and unable to pay the benefits pursuant to an Order of the ALJ or the Board, the claimant may seek relief against the Workers Compensation Fund under KSA 44-532a. The relief must be sought by filing a Motion to Implead the Fund and not by filing for review and modification or a preliminary hearing. The original Motion must be filed with the fund with copies to the ALJ and the Director. See, K.S.A.44-536a(c)(1)

45. TERMINATION OF COMPENSABLE CASES

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K.A.R. 51-3-1 establishes that compensable cases may be terminated by the following five procedures:

- 1) Filing a final receipt and release of liability pursuant to K.S.A. 44-527 and amendments thereto.
- 2) By hearing and written award.
- 3) By joint petition and stipulation subject to K.A.R. 51-3-16.
- 4) By settlement hearing before an Administrative Law Judge.
- 5) By voluntary dismissal by the parties.

46. PROCEDURE FOR REPORTING SUSPECTED FRAUD OR ABUSE

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Introduction

The Division of Workers Compensation, [Fraud and Abuse Section](#), was created in 1993 to combat fraudulent and abusive activities by employees, employers, carriers, self-insured employers, and group-funded pools. The Fraud and Abuse Section is responsible for the investigation of alleged violations of the Workers Compensation Act, including the failure to maintain workers compensation insurance coverage, failure of an employer to file accident reports and fraudulent and abusive acts. If a violation occurs, the Section generally pursues administrative or civil remedies. In some cases criminal charges will be filed.

I. Kansas Workers Compensation Statutes

a. Failure of an Employer to Secure Workers Compensation Insurance

In general, most employers in the state of Kansas are required to secure workers compensation insurance for employees if the total gross annual payroll for the preceding calendar year exceeded \$20,000. See, K.S.A. 44-532 and K.S.A. 44-505. K.S.A. 44-532(d) states:

Whenever the Director has reason to believe that any employer has engaged or is engaging in the knowing and intentional failure to secure the payment of workers compensation to the employer's employees.. .the Director shall issue and serve upon such employer a statement of the charges with respect thereto and shall conduct a hearing in accordance with the Kansas Administrative Procedure Act wherein the employer may be liable to the state for a civil penalty in an amount equal to twice the annual premium the employer would have paid, had such employer been insured or \$25,000, whichever amount is greater.

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b. Failure of an Employer to File Accident Reports

Every employer has a duty to report accidents to the Director within 28 days from the date the injured worker notifies See, K.S.A. 44-557(a). The employer must file an accident report if:

- 1) The accident or alleged accident occurred in the course of the employee's employment;
- 2) The employer or employer's supervisor has knowledge; and
- 3) The personal injuries which are sustained by such accidents are sufficient, wholly or partially, to incapacitate the person injured from labor or service for more than the remainder of the day, shift or turn on which such injuries were sustained.

K.S.A. 44-557(d) states:

The repeated failure of any employer to file or cause to be filed any report required by this section shall be subject to a civil penalty for each violation not to exceed \$250.

c. Fraudulent or Abusive Acts

1. Civil/Administrative Violations

There are two primary statutes contained in the Kansas Workers Compensation Act that define fraudulent or abusive acts. K.S.A. 44-5,120 sets forth violations that can result in an Order for penalties and/or restitution of any money gained as the result of the fraudulent act. K.S.A. 44-5,125 defines fraudulent acts that can result in criminal prosecution and result in fines, restitution and/or incarceration. Depending on the amount of monetary damages, violations of K.S.A. 44-5,125 can be a misdemeanor or a non-person felony.

The relevant portions of K.S.A. 44-5,120 and K.S.A. 44-5,125 are as follows:

K.S.A. 44-5,120(e) grants the authority to the Director and the Commissioner of Insurance to file civil proceedings to assess penalties against a party engaged in a fraudulent practice.

K.S.A. 44-5,120(e) states:

Whenever the Director or the commissioner of insurance has reason to believe that any person has engaged or is engaging in any fraudulent or abusive act or practice in connection with the conduct of Kansas workers compensation insurance...the Director...shall issue and serve upon such person a summary order or statement of the charges with respect thereto and shall conduct a hearing thereon in accordance with the provisions of the Kansas administrative procedure act.

K.S.A. 44-5,120(d) sets forth twenty-one (21) acts that are considered to be fraudulent or abusive acts for purposes of the workers compensation act.

The most commonly investigated violations include:

1. K.S.A. 44-5,120(d)(4):
 - (A) Willfully, knowingly, or intentionally obtaining, denying or attempting to obtain or deny payments of workers compensation benefits for any person by:
 - (A) Making a false or misleading statement; or
 - (B) Misrepresenting or concealing a material fact.
2. K.S.A. 44-5,120(d)(18), which is willfully, knowingly, or intentionally refusing to pay compensation as and when the compensation is due; and
3. K.S.A. 44-5,120(d)(19), which is willfully, knowingly, or intentionally refusing to pay any order awarding compensation.

2. Criminal Violations

K.S.A. 44-5,120(a) allows for the criminal prosecution of some violations of the fraud and abuse provisions of the Act. K.S.A. 44-5,120(a) states:

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K.S.A. 44-5,122(a)

If the Director or the assistant attorney general assigned to the division of workers compensation has probable cause to believe a fraudulent or abusive act or practice or any other violation of the workers compensation act is of such significance as to constitute a crime, a copy of any order, all investigative reports and any evidence in the possession of the division of workers compensation which relates to such act, practice or violation, may be forwarded to the prosecuting attorney of the county in which the act or any of the acts were performed which constitute the fraudulent or abusive act or practice or other violation.

K.S.A. 44-5,125 sets forth specific violations of the workers compensation fraud and abuse provisions that constitute crimes. The primary violations that can result in criminal prosecution are:

1. For an injured worker to draw temporary total disability benefits while working and earning wages with another employer;
2. For an employer to misclassify employees for the purpose of reducing workers compensation insurance premiums.
3. Making false or misleading statement in an attempt to obtain or deny benefits.

II. Procedure for Reporting Fraud

The Director of workers compensation is authorized and directed to establish a system for monitoring, reporting and investigating suspected fraud and abuse by any persons who are

not licensed or regulated by the commissioner of insurance in connection with securing the liability of an employer under the workers compensation act or in connection with claims or benefits thereunder. See, K.S.A. 44-5,120(a).

K.S.A. 44-5,122(b) states, any person who believes a violation of the workers compensation act has been or is being committed may notify the Division of Workers Compensation of the Department of Labor immediately after discovery of the alleged violation. The person shall send to the Division of Workers Compensation, in a manner prescribed by the Director, the information describing the facts of the alleged violation and such additional information relating to the alleged violation as the Director may require.”

Contact: To report a suspected violation of the workers compensation act, an individual should contact the Division of Workers Compensation, [Fraud and Abuse Investigation Section](#). This contact may be in writing, by telephone, or online. **An individual reporting a suspected violation may remain anonymous.**

Fraud and abuse complaints may be communicated with the Division of Workers Compensation by any of the following means:

- A. Address: 800 SW Jackson Street, Suite 600, Topeka, KS 66612-1227
- B. Telephone: (785) 296-6392; or toll free: 1-800-332-0353.
- C. [Online](#)

Information: Any person reporting a suspected violation of the workers compensation act should provide as much information as possible, including, but not limited to, name and address of the victim (business or person), name and address of the subject, person, or business being investigated, alleged violation, and where the offense was committed.

Basic facts to remember in reporting include: WHO, WHAT, WHEN, WHERE, WHY AND HOW.

Investigation: If it is determined a reported violation warrants investigation, the assistant attorney general will assign the case to a special investigator. At the conclusion of the investigation, the special investigator will submit the case to the assistant attorney general for review. The assistant attorney general will determine whether to file charges or close the case.

III. Division of Workers Compensation vs. Kansas Insurance Department

Like the Division of Workers Compensation, the [Kansas Insurance Department](#) (KID) has an [Anti-Fraud Unit](#) dedicated to combat fraud. The two fraud sections are distinguishable in terms of the violations they investigate, and it is important to understand the differences.

Overview and Scope

Division of Workers Compensation, [Fraud and Abuse Investigation Section](#) investigates violations of the Kansas Workers Compensation Act committed by Employers, Self-Insured Employers, Health Care Providers and injured workers covered by the Act. Violations that could be investigate include working while receiving workers compensation benefits, making a false or misleading statement in an attempt to obtain or deny workers compensation benefits, misclassifying employees for the purpose of reducing workers compensation insurance premiums and refusing to pay compensation when compensation is due. K.S.A. 44-5,120(d) contains a complete list of fraudulent or abusive practices. See K.S.A. 44-5,125 for workers compensation fraud and other acts constituting crimes.

KID's [Anti-Fraud Unit](#) was established to handle all types of insurance-related misconduct **except for** Medicaid, Medicare, and workers compensation fraud. Thus, KID's authority

encompasses a wide range of insurance fraud involving insurance carriers and their agents, whereas the Division of Workers Compensation focuses on one specific type of insurance fraud.

Examples

The following examples may be helpful in recognizing the different types of fraud and determining whether such fraud should be reported to KID or to the Division of Workers Compensation. According to KID, insurance fraud falls primarily into two categories: internal and external.

Internal fraud is perpetrated against an insurance company or its policyholders by insurance agents, managers, executives, or other insurance employees. Examples include an agent or insurer making a false statement on a filing with KID or an agent or insurer pocketing premiums.

External fraud is fraud perpetrated against an insurance company by a third party. Examples of external fraud include arson, exaggerated claims, personal injury schemes, property fraud, home owner, life insurance, and vehicle scams. For a detailed list of internal and external fraud, visit [What is Fraud?](#)

If it is still unclear where to report suspected fraud, either anti-fraud section may be contacted for assistance.

**Ezra Ginzburg
Kansas Workers Compensation
Fraud & Abuse Investigation Section
800 SW Jackson, Suite 600
Topeka, Kansas 66612-1227
(785) 296-6392
Toll free (800) 332-0353**

or

**Kansas Insurance Department
Consumer Assistance Division
420 SW 9th Street
Topeka, Kansas 66612
785-296-3918
Toll free: (800) 432-2484**

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47. ELECTIONS

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In order to be valid and in effect, an election must be filled out completely and filed with the Division of Workers Compensation. [Election forms](#) are available on the Division's web site. Election forms may also be obtained from the Division of Workers Compensation at no charge or can be requested by telephone; call (785) 296-2996. **Questions concerning the proper filing or use of elections can be referred to the Ombudsman/Claims Advisory Section at (800) 332-0353, Option #1.**

ELECTION FORMS

The Kansas Workers Compensation Act allows certain employers or individuals to choose their status under the Act. This process is known as filing a written statement of election. Below are the various election forms presently in use:

Form K-WC 50 is filed by an employee of a corporation who owns 10 percent or more of the corporate stock to elect not to be covered under the Act. **Form K-WC 50a** cancels a K-WC 50 election. (See K.S.A. 44-543(b))

Form K-WC 51 is filed by an employer that is exempt from the law to choose to be covered. This includes employers with less than a \$20,000 payroll and employers involved in agricultural pursuits. **Form K-WC 51a** cancels the election made by K-WC 51. (See K.S.A. 44-505(b))

Form K-WC 113 is filed by an individual, proprietor, members of LLC's, or partner to elect to cover himself or herself under the Act. **Form K-WC 114** cancels the election made by K-WC 113. Both of these forms must be signed by a group pool administrator or an official of the insurance carrier. A signature of an agent is **not acceptable**. (See K.S.A. 44-542a)

Form K-WC 123 is filed by an employer to elect to provide coverage for all or part of his or her volunteer workers. **Form K-WC 124** cancels the election made by K - WC 123. (See K.S.A. 44-508(b))

Form K-WC 135 is filed by an employer to elect to provide coverage for persons who are performing public or community service as a requirement to receive public assistance or as a result of a contract or diversion, assignment to a community corrections program, or suspension of sentence or as a condition of probation or in lieu of a fine. **Form K-WC 135a** cancels the election made by K-WC 135. (See K.S.A. 44-508(b))

Form K-WC 137 is filed by volunteer directors, officers, or trustees of a nonprofit organization to elect coverage under the Workers Compensation Act. **Form K-WC 137a** cancels the election made by K-WC 137. (See K.S.A. 44-543(a))

FILING ELECTIONS BY FAX OR EMAIL

1. Go to the [Elections](#) section of the Forms and Publications page at the Division website.
2. Click the fillable form of your choice and the form will appear on the screen in .pdf format.
3. Complete the form. *All fields must be complete or the document will not be accepted by the Division.*

4. Once you have completed the form, there are three ways to proceed.
- a) If you do not have a scanner, sign and date the document and fax the document to 785-296-0025.
 - b) If you have a scanner, but do not have an electronic signature set up:
 - (1) Go to the upper left hand of the page and click on the printer icon and print the document.
 - (2) Sign and date the document.
 - (3) Scan the signed document and save it in your computer.
 - (4) Attach the saved document to an email and send to wcelections@dol.ks.gov.
 - c) If you are set up to use an electronic signature in Adobe Reader:
 - (1) Go to the upper right-hand corner and click the save icon.
 - (2) By clicking the save icon, you will open a dialog box that will allow you to save the document on your own computer.
 - (3) Once you have saved the document, open Adobe Reader and retrieve the document.
 - (4) Insert the electronic signature.
 - (5) Go to the upper left hand corner and click File.
 - (6) Scroll down the menu and click Attach to Email. This will open an email that you will send to wcelections@dol.ks.gov.
 - (7) The form will be in .pdf format, which means you must have the Adobe Reader program installed on your computer. If you do not have Adobe Reader on your computer, go to the [Adobe Reader website](#) and click the Download Adobe Reader line. Your computer will guide you through the download process.

48. PUBLIC USE POLICY

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USE OF WORKERS' COMPENSATION JUDICIAL OFFICES

Due to the amount of private information contained in the working files located in the judicial offices of the Division of Workers' Compensation, and to ensure that protected private information contained in Division files remain secure from unauthorized access or inadvertent disclosure, the Division will not authorize private attorneys to use the judicial offices to meet with clients except on court docket days if the docket is being held at the Division judicial office.

Attorneys may use Division facilities for purposes related to docketed workers compensation cases if:

- 1) A conference room is available in a common area that does not provide access to Department of Labor work areas or offices;
- 2) The judicial office is notified in advance;
- 3) The activity is scheduled during normal business hours and consistent with the schedule of Division personnel;
- 4) The activity will not result in unsupervised individuals having access to Division resources.